Coaches Checklist

To serve as a coach at Agape Christian Academy, you must uphold the biblical and conduct expectations of our school community and fulfill all state certification requirements. This checklist applies to all coaches, whether paid or volunteer, and whether coaching an OHSAA-eligible team or a club team. Use this checklist to ensure all items are completed **before the first practice** of the season.

☐ **Sign the Agape Coach Code of Conduct**
Every coach must annually read and sign Agape Christian Academy's Coach Code of Conduct. This affirms your commitment to Christlike leadership, biblical behavior, and school standards.

☐ **Complete Your Annual CTC Certification**
Agape uses Coaches Toolchest (CTC) as our single certification platform. CTC is approved by the Ohio Department of Education, the Ohio Department of Health, and the Ohio Department of Mental Health and Addiction Services. One annual course ($49) satisfies all of the following state-mandated training requirements:

- **Fundamentals of Coaching** (ODE-approved alternative to the NFHS course) | **CPR Training** (online, accepted by ACA) | **First Aid for Coaches** | **Concussion and Brain Injury Management** | **Sudden Cardiac Arrest / Lindsay's Law** (ORC § 3707.59) | **Student Mental Health Training** (ORC § 3313.5318) | **PBIS Professional Development** | **Fraud Reporting Training** (ORC § 117.103)

  - Complete the training here. (https://coachestoolchest.com/subscribe/)
  - **Once complete, please submit your receipt and a copy of your certification to the Athletic Director for reimbursement ($49).**

☐ **Create Your OH|ID Account and Get Your Educator State ID**
Before scheduling your background check, go to https://ohid.ohio.gov and sign in, or create an account if you don't have one. Once logged in, select Educator Licensure and Records (CORE) to generate your Educator State ID. If you already have an OH|ID

account from a previous school or licensure, don't create a second one, just sign back into the existing one.

- ☐ **BCI & FBI Background Checks**
  Complete both background checks and ensure results are on file with the Ohio Department of Education. CTC does not cover background checks.
  - ☐ Schedule your fingerprinting: https://sheriff.co.geauga.oh.us/ccw-fingerprinting/fingerprinting/
  - ☐ You will be asked to provide a code.
    - **BCI Code 3319.39B1**: Used specifically for Ohio state-level checks for non-teaching school employees (such as coaches, clerical staff, or cafeteria workers who do not hold a teaching license).
    - **FBI Code 3319.39**: Used for the federal-level check for public school district employees.
    - Note: Coaches who also are faculty will have their background checks completed under different codes.
  - ☐ **Request that your results be sent electronically to the Ohio Department of Education.**
- ☐ **Apply for or Renew Your Pupil Activity Permit (PAP)**
  Every coach must hold a valid Pupil Activity Permit (PAP) issued by the Ohio Department of Education. This applies to OHSAA-eligible and club team coaches alike. Your OH|ID account, CTC certificate, and background check must all be completed before you apply.
  1. Go to https://ohid.ohio.gov and sign in.
  2. Select Educator Licensure and Records (CORE).
  3. Click "Apply for NEW Credential" (new permit) or "Action" next to your existing permit (renewal).
  4. When asked for the school's IRN, use **022393** (Agape Christian Academy).

5. Upload your CTC certificate when prompted.

6. The Head of School or designee will be notified electronically and will sign your application.

Need help? Contact ODE at (877) 644-6338 or Profile.Help@education.ohio.gov.

☐ **Attend Monthly Coaches Meetings**
You are required to attend regularly scheduled coaches' meetings (typically once a month). These meetings include prayer, coaching development, team updates, and spiritual encouragement. Your team (coach and assistant coach) are permitted to miss one meeting per quarter or at the Athletic Director's discretion. Teams that are not present may have their stipend and athlete discount suspended.

☐ **Download the GameChanger App**
Utilize the app for all communication with teams and families. Post timely updates, manage availability, and moderate tone and content. Download at https://gc.com/download.

☐ **Know How to Reserve Practice Times and Games on the Official School Calendar**
The official athletics calendar is posted at www.agapeca.com. All game and practice schedules must match the ones listed.

OHSAA Requirements (Upon Membership)
ACA is in its prospective year for OHSAA membership. The following will apply to coaches of OHSAA-eligible teams upon formal admission. We encourage all coaches to start to familiarize yourself with these requirements:

Pre-Season Parent Meeting: Required within two weeks of each season's start. Must cover eligibility, code of conduct, sportsmanship, and concussion awareness (Bylaw 3-1-4). $500 fine per sport if not held.

State Rules Interpretation Meeting: Head varsity coach (or assistant, or AD) must view the online meeting for each sport before the season. Accessed through myOHSAA.

myOHSAA Account: The AD will send you an invite from info@myohsaa.org. Respond within 10 days.

Permit Audits: OHSAA audits coaching permits randomly. $250 fine per non-compliant coach.

Submission Instructions

Submit all certification documents to the Athletic Director prior to the start of your season. Keep personal copies (digital and/or printed) of all your certifications. Your OH|ID account needs to be set up before you schedule your background check, and both background checks and PAP processing can take several weeks, so please don't wait until the last minute. If you have questions or need help with any of the requirements, contact the Athletic Director.